

FACT SHEET



Temporary Assistance for Needy Families
Arkansas Department of Workforce Services

TRANSITIONAL
EMPLOYMENT
ASSISTANCE
(TEA)

ON-THE-JOB TRAINING PROGRAM

1. What is On the Job Training (OJT)?

OJT provides reimbursement to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50% of the wage rate of OJT trainees to help defray personnel training costs.

2. What's in it for my company?

- You get a pool of pre-screened applicants for your position—you decide who to hire.
- This is a great opportunity to bring on employees that are eager to learn new skills and improve your workforce.
- You get reimbursement for the costs associated with training this new employee, which are usually calculated at up to half the pay rate for the agreed-upon training period.
- Prompt payments with a minimum of paperwork.

3. What are some restrictions?

- A signed agreement must be in place before a participant begins.
- You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your agreement.
- You must agree to hire any OJT trainees as regular, full-time employees.
- The rate of pay and benefits must be commensurate with what you pay others doing similar work.
- Participation is limited to a maximum of six months in a 24-month period.
- Participants cannot exceed 40 hours per week.

**Department of Workforce Services (DWS)
TANF Program staff can assist you in
determining your company's eligibility.**

4. Can companies rehire one of their previously released (laid off) employees?

Yes, a business can rehire a previous employee, but it must be for a different position for which they would need training; the candidate must meet the requirements.



arkansas.gov/esd/Programs/TANF/

5. Who selects the OJT trainees?

As the OJT employer, your company will determine the selection criteria for OJT trainees (e.g., “greater than 8th grade math ability,” “English-Spanish bilingual ability,” or any other applicable criteria). Then, DWS TANF Program staff will identify those of its clients who meet the criteria and will refer those clients to your company. Your company will make the final selection of OJT trainees.

The DWS TANF Program staff will be able to answer most of your remaining questions for you or will find the answers.

6. How do I get the process started?

A standardized OJT contract will be completed with your company. That contract will contain all of the terms of agreement for both the DWS TANF Program and your company. With this contract in place, we will start to identify and screen candidates for your company’s position(s).

7. How long will the process take to get the OJT approved?

The process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a few weeks. The individual can be hired effective the date of the award letter.

8. Who should I contact at DWS about applying for OJT funding?

Please refer to the Arkansas Department of Workforce Services website and locate your nearest DWS Local Office.
<http://www.arkansas.gov/esd/>



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